

ACCOUNTANT I

DEFINITION:

Under general supervision, performs professional accounting support to the City in which day-to-day accounting and fiscal activities are performed in conformance with generally accepted accounting standards and appropriate laws and regulations. Incumbent maintains accounting ledgers, prepares and analyzes financial data, develops and presents periodic and annual reports, and acts in the absence of the Accounting Supervisor. Performs related work as required.

CLASS CHARACTERISTICS:

An incumbent in this classification applies and performs professional accounting practices and theory in the operation and maintenance of City accounting systems in accordance with governmental generally accepted accounting principles and methods.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Makes financial transactions and maintains/establishes accounting systems in compliance with generally accepted accounting procedures, City codes and methods, and State and Federal regulations.
2. Assists with fiscal year-end and month-end closings.
3. Prepares and posts journal entries to the general ledger.
4. Prepares journals and status reports for accounts receivable (A/R) and accounts payable (A/P) accruals.
5. Assists with bond servicing and assessment and monitors assessment district levies and delinquencies through foreclosure; acts as liaison between the City and property owners and third parties.
6. Maintains general ledger fixed asset accounting and reporting.
7. Supports the external and internal audit requirements of the City.
8. Analyzes and audits financial data and reports of private businesses.
9. Researches, collects, and analyzes financial and other data applicable to City programs and functions.
10. Prepares and posts approved budget actions, such as, appropriations and revenue estimates and updates.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (Continued):

11. Assists with the preparation of the annual audit.
12. Prepares and maintains regular and special financial reports and schedules.
13. Performs various account reconciliation functions.
14. Assists systems administrator with the maintenance of the computerized financial system and works with contract data processing staff to resolve problems with the system and to perform daily system backups.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Supervises part-time staff, temporary staff, and volunteers as directed.
2. Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Generally accepted accounting principles and standards related to municipalities.
2. Modified and full accrual accounting for government agencies.
3. Laws and regulations governing financial record keeping.

Skill in:

1. Making accurate arithmetic calculations.
2. Communicating effectively, both verbally and in writing.
3. Operating office machines, personal computers and computer terminals.
4. Using initiative and independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
5. Organizing work, setting priorities, meeting critical deadlines and completing assignments with minimal supervision.

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Ability to:

1. Analyze accounting systems and procedures, propose desirable improvements and implement approved changes.
2. Analyze data processing output, including input/output and modifications.
3. Interpret and analyze proposals and edicts of governmental accounting agencies/professional organizations, i.e. NCGA, GFOA, GASB, AICPA, GAO, OMB, etc.
4. Work on several assignments simultaneously and complete assignments within established time frames.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Prepare a variety of financial statements, reports and analyses.

JOB REQUIREMENTS:

1. One year of experience performing responsible accounting work in a government or not-for-profit organization or auditing governmental accounting systems.
2. Must operate a 10-key by touch and have experience utilizing current personal computer spreadsheet and word processing systems.
3. Possession of a valid California Class C driver=s license in accordance with adopted City standards.

OTHER QUALIFICATIONS:

1. Bachelor=s degree (120 units) from an accredited college or university with major course work in accounting.
2. Additional related experience may be substituted for the college requirement on the basis of two years of experience is equal to thirty semester units of college level course work. Municipal experience is desired.
3. Possession of a valid California Class C driver=s license in conformance with adopted City driving standards.

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MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Ledgers and binders
3. Computer monitor, keyboard, printer
4. Copy machines
5. Fax machines
6. Telephone
7. Calculator
8. Typewriter
9. Automobile

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Lifting up to 10 lbs.
7. Driving

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 99% of the time
Travel: varying conditions, 1% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels